



BOARD OF TRADE

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42 [HA 251]

Report on the Census of Production 1963

23 Mineral oil refining

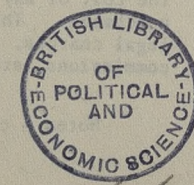
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Report on the Census of Production 1963

*Presented by the Board of Trade to Parliament in pursuance of the
Statistics of Trade Act 1947 (10 & 11 Geo. 6 Cha. 39 Sec. 7)*



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Notes

These notes give the main information needed for interpreting the figures in the industry reports. (More detailed information about the Census is given in a separate booklet - 'Introductory Notes': Part 1 of the Report on the Census of Production for 1963.)

GENERAL INFORMATION

Changes in the 1963 census

There were few changes resulting from amendments to the Standard Industrial Classification and only minor changes in the scope of certain industry reports compared with 1958. Any such changes are explained in the introductions to the industry reports concerned or by footnotes to the tables.

Industrial Classification

Establishments were classified to industries on the basis of major activity in conformity with the second edition of the Standard Industrial Classification (Consolidated Edition 1963, incorporating Amendment 1). Each industry was basically defined in terms of its principal products, these being of a similar nature or commonly associated in production. Normally, an establishment was classified to an industry if its sales of the principal products of that industry accounted for a greater proportion of its total sales than did its sales of the principal products of any other industry. However, where the application of this rule would have resulted in a change of classification between 1958 and 1963, the establishment was reclassified only if the sales of principal products of the newly predominant industry was more than one third greater than the sales of principal products of the previously predominant industry. This modification of the general rule was introduced for 1958 to avoid discontinuities which would result from marginal changes in sales between successive censuses.

The principal of classification by major output was also normally followed in compiling the analysis by sub-divisions of an industry.

In certain industries, classification was dealt with in a different way. Details of any non-standard treatment are given in the introductions to the relevant industry reports.

TERMS USED IN THE CENSUS REPORT

Average number employed

Firms were required to state the number of persons on the payroll (i.e. whose National Insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees and (b) operatives (see below). Averages could be calculated from figures relating to the last week of each calendar month; figures shown in respect of the average number employed relate to the sum of these averages. Firms were also required to state the number of working proprietors (see below) where appropriate and these are included in total employment figures. Outworkers are excluded.

The figures include persons engaged in merchanting or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return.

Working Proprietors

These include all persons regarded as 'self-employed' for National Insurance purposes, and members of their families who worked in the business without receiving a fixed wage or salary; but persons who worked less than half the normal number of working hours are excluded. For Great Britain, directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading for 1963, but are excluded for 1958. For Northern Ireland, directors of limited companies, other than those paid by fee only, are included for both years. (Directors paid by fee only are not included in any of the employment figures for either year.)

Employees

(i) Administrative, technical and clerical employees include managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees. For Great Britain, but not for Northern Ireland, they include also managing and other directors in receipt of a definite wage, salary or commission.

(ii) Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work, stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers (i.e. persons employed by the firm who worked in their own homes, etc. on materials supplied by the firm) are excluded. Information about the numbers of outworkers employed was collected only for the gloves industry.

Capital Expenditure

(i) New building work.

This represents the cost incurred during the year of new building and other new constructional work (including office buildings, canteens and the like used in connection with the business covered by the return but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, the value of work of a capital nature carried out by firms' own staff, and the cost of any newly constructed buildings purchased. The figures shown include any legal charges, stamp duties, agents' commissions, etc.

23 Mineral oil refining

This Report on the Mineral Oil Refining Industry relates to establishments engaged wholly or mainly in refining petroleum or shale oil, and producing medicinal paraffin, paraffin wax, petroleum jelly, etc.

This industry corresponds to minimum list heading 262 in the Standard Industrial Classification (Consolidated edition, 1963).

The figures have been compiled from returns made to the Ministry of Power. Sales are generally valued at open market prices f.o.b. in the Gulf of Mexico plus current rates of freight and insurance to the United Kingdom, and purchases of feedstock are valued at open market prices f.o.b. at the port of origin plus current rates of freight and insurance to the United Kingdom. The size of the net output is largely determined by the methods of valuation.

Lubricating oils and greases have been treated as principal products of both this industry and the Lubricating Oils and Greases Industry in previous censuses but for 1963 they have been treated as principal products of the Lubricating Oils and Greases Industry only.

Returns in full detail were received from all firms in this industry, there being no firms with less than twenty-five persons employed in 1954, 1958 or in 1963; all the tables in this report, therefore, relate to the industry as a whole.

There were no establishments in Northern Ireland in the register for this industry in 1954, 1958 and 1963.

In interpreting the data in the tables it is essential to bear in mind the notes and definitions which appear on pages (ii), (iii) and (iv).

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TABLE 1 Industry summary: United Kingdom

All firms in the industry, 1958 and 1963

	Unit	1958	1963
Number of enterprises	No.	9	8
Number of establishments	"	18	19
Gross output	£'000	383,045	506,834
Net output	"	35,141	63,938
Net output per head	£	1,798	3,114
Sales and work done	£'000	383,711	504,999(a)
	{ goods produced and work done		
	{ merchanted goods and canteen takings	"	4,331
Index of specialisation (b)	Per cent.	94	89
Customs and Excise duties paid	£'000	2,428	4,048
Purchases	"	344,855(c)	435,572
	{ materials for processing and packaging, and fuel		
	{ goods for merchenting and canteen purchases	"	4,378
Payments to other organisations	"	..	67
	{ for work done on materials given out		
	{ for transport	"	777
Stocks and work in progress			
Total stocks and work in progress	"	- 669	- 550
	{ change during year		
	{ at end of year	"	64,348
Goods on hand for sale	"	- 2,328	- 1,815
	{ change during year		
	{ at end of year	"	24,708
Work in progress	"	+ 1,662	- 681
	{ change during year		
	{ at end of year	"	13,151
Materials, stores and fuel	"	- 3	+ 1,946
	{ change during year		
	{ at end of year	"	26,489
Average number employed	No.	19,550	20,533
	{ total		
	{ operatives	"	14,308
	{ other employees (d)	"	5,242
Wages and salaries	£'000	10,024	14,419
	{ of operatives		
	{ of other employees (d)	"	4,716
Wages and salaries per head	£	701	962
	{ operatives		
	{ other employees (d)	"	900
Employers' contributions to National Insurance (e)	£'000	..	718
Employers' contributions to private pension schemes, etc. (f)	"	..	2,684
Capital expenditure (g)			
Total	"	..	11,913
New building work	"	5,848	1,490
Land and existing buildings	"	..	29
	{ acquisitions		
	{ disposals	"	62
Plant and machinery	"	30,113	10,628
	{ acquisitions		
	{ disposals	"	124
Vehicles	"	317	205
	{ acquisitions		
	{ disposals	"	24

For notes to this table - see page 23/4.

TABLE 2 Summary of returns received from larger firms, 1958 and 1963

This table is not applicable to this industry.

Footnotes to Table 1.

- (a) Including services rendered to other organisations (amounts charged for hiring out plant, machinery and other goods, for providing transport, or for technical or other services rendered).
- (b) This is the ratio of total sales of principal products of the industry to total sales of goods produced and work done.
- (c) The figures for 1958 were collected on a 'used' basis. The 1958 figure also includes payments for work done on materials given out.
- (d) Administrative, technical and clerical employees.
- (e) Including both flat rate and graduated contributions.
- (f) Including pensions and gratuities paid other than from pension funds.
- (g) Excluding expenditure for establishments not yet in production.

TABLE 3 Analysis of larger firms by size of enterprise within the industry, 1963 (a)

(i) Output, employment, capital expenditure and stocks
Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry	Enterprises	Establishments	Average number employed	Gross output	Net output	Net output per head	Capital expenditure (b)	Total value of stocks and work in progress at end of year
	Number	Number	Number	£'000	£'000	£	£'000	£'000
1-999	4	5	2,017	32,718	8,006	3,969	1,025	3,996
1,000 and over	4	14	18,516	474,115	55,933	3,021	10,888	70,235
Total	8	19	20,533	506,834	63,938	3,114	11,913	74,230

(ii) Employees, wages and salaries, and employers' contributions

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry	Employees		Wages and salaries		Employers' contributions		Wages and salaries per head	
	Operatives	Others (c)	Operatives	Others (c)	National Insurance (d)	Private pension schemes, etc. (e)	Operatives	Others (c)
	Number	Number	£'000	£'000	£'000	£'000	£	£
1-999	1,452	565	1,367	627	72	103	942	1,110
1,000 and over	13,540	4,976	13,051	6,296	646	2,580	964	1,265
Total	14,992	5,541	14,419	6,923	718	2,684	962	1,249

(a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).

(b) Acquisitions less disposals.

(c) Administrative, technical and clerical employees.

(d) Including both flat rate and graduated contributions.

(e) Including pensions and gratuities paid other than from pension funds. These amounted in total to £203,000.

TABLE 4 Percentage analysis of employees, by age and sex, all firms, 1963: United Kingdom (a)

Ages	Males	Females	All employees
	Per cent.	Per cent.	Per cent.
Under 18	2	1	3
18 and over	85	12	97
All ages	87	13	100

Source: Ministry of Labour

(a) The percentages relate to the numbers employed (excluding working proprietors) at mid-June, 1963.

TABLE 5 Sales of principal products of the industry by larger firms, including sales by establishments classified to other industries, 1958 and 1963 (a)(b)

Firms employing 25 or more persons: United Kingdom

	1958		1963			
	Quantity	Value	Quantity	Value	Enter-prises	Entries
	Th. tons	£'000	Th. tons	£'000	Number	Number
Finished petroleum products (c)						
Aviation spirit	7,529	117,946	5,667	97,695	13	18
Motor spirit						
Premier grades						
Standard grades	247	4,751	61	2,071	5	7
Industrial spirit						
White spirit						
Wide-cut gasolene (Avtag)	731	5,862	*	7
Kerosine						
Aviation turbine fuel (Avtur)	1,256	17,731	1,698	16,961	*	7
Burning oil						
Vaporising oil						
Gas/diesel oils (other than marine diesel oil)	5,387	65,987	9,641	95,478	7	16
Marine diesel oil	1,262	13,135	1,863	15,939	6	12
Fuel oil	13,314	94,711	21,842	109,040	8	15
Refined hydrocarbon products for use as fuels	..	(d)	92	2,225	7	7
Bitumen	873	9,249(e)	1,304	13,544	7	10
Paraffin wax including scale and slack wax			54	2,310	*	6
Petroleum feedstocks for chemical plants and public gas supply	..	23,579	3,737	32,042	5	10
Other finished petroleum products (including petroleum coke)			110	3,257	7	13
Unfinished materials sent out (for further treatment)	1,008	9,939	1,134	8,662	5	10
Other products obtained from refinery processes	..	652	..	87	*	*
Waste products			..	1,794	5	8
Work done on commission, sub-contract work, etc. (f)		2,895		900	6	13
Total		360,575		462,052
Sales in other industries (see Table 6)		..		8,218
Principal products of this industry sold by establishments in the industry		..		453,834	8	19

For notes to this table-see page 23/8.

TABLE 6 Sales of principal products of the industry by establishments classified to other industries, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

Owing to the risk of disclosure of information relating to individual firms, sales of these products by establishments classified to other industries cannot be given for 1958 or 1963.

For 1963 total sales of principal products by establishments classified to other industries was £8,218,000. Similar information cannot be given for 1958.

Footnotes to Table 5.

- (a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).
- (b) Sales by establishments classified to other industries were excluded for 1958. The selling values shown in the table are inclusive of duty if the products are sold duty paid, and exclusive of duty if the products are sold in bond or exported. The total amount of duty included in the selling value is £2,428,000 in 1958 and £4,048,000 in 1963.
- (c) For sales of lubricating oils see Table 7 - Sales of other than principal products.
- (d) Not recorded separately in 1958.
- (e) Including bituminous products.
- (f) Including capital work in refineries carried out by the firms' own employees, which is valued at cost of labour and materials. For other work done, the value included is the amount charged.

TABLE 7 Sales of other than principal products by larger firms in the industry, 1958 and 1963 (a)

Firms employing 25 or more persons: United Kingdom

	1958		1963	
	Quantity	Value	Quantity	Value
	Th. tons	£'000	Th. cu. ft.	£'000
Finished petroleum products				
Butane and propane (b)	..	3,984	6,884	5,076
			Th. tons	
Lubricating oils and greases (c)	793	19,152	988	25,691
Aliphatic hydrocarbons, cyclic hydrocarbons (synthetic and derived from petroleum or coal carbonisation) and other products obtained from refinery processes	12,681
Electricity	788
Services rendered to other organisations (d)		..		6,928
Total value of goods sold without having been subjected to any manufacturing process (merchanted or factored)	4,061
Canteen takings		..		271
Total		..		55,496

- (a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).
- (b) Including other gases.
- (c) Shown in principal products of the industry table in 1958.
- (d) Amounts charged for hiring out plant, machinery or other goods, for providing transport, or for technical or other services rendered to organisations.

TABLE 8 Production of certain principal products of the industry by larger firms, including production by establishments classified to other industries, 1958 and 1963

This table is not applicable to this industry.

TABLE 9 Purchases of selected principal products of the industry by larger firms, 1963

This table is not applicable to this industry.

TABLE 10 Purchases by larger firms in the industry, 1954 and 1963 (a)

Firms employing 25 or more persons: United Kingdom

	1954		1963	
	Quantity	Cost	Quantity	Cost
	Th. tons	£'000	Th. tons	£'000
Feedstocks				
Indigenous crude oil	159	3,561	121	2,311
Indigenous shale oil			-	-
Imported (b)	29,477	237,487	52,378	362,536
Petroleum and coal tar products purchased for blending if blending is regarded as part of refinery operations	..	9,317	..	46,232
	Th. gal.		Th. gal.	
Tetra ethyl lead fluid purchased for blending	1,154	2,478	2,021	3,637
Catalysts	5.5	1,586
Other chemicals purchased	..	4,348	..	4,698
Water	..	305	..	748
Lubricating oils and greases	137
Replacement parts for firms' own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	..	1,836	..	2,747
All other purchased materials	..	2,141	..	4,529
Packaging materials				
Metal cans, boxes, barrels, kegs and drums	..	890	Th. 803	1,063
Moulded and fabricated packs and containers			..	340
Wholly or mainly of polyethylene				
Other (including polystyrene)			..	69
All other packaging materials				
	Th. tons		Th. tons	
Fuel and electricity (c)				
Coal	71	221	0.5	3
Coke (including screenings) and manufactured fuel	1	4	0.6	5
	Th. gal.		Th. gal.	
Derv fuel and motor spirit for use in road vehicles	291	39	952	85

Continued on next page

TABLE 10 (continued)

	1954		1963	
	Quantity	Cost	Quantity	Cost
	Th.gal.	£'000	Th.gal.	£'000
Fuel and electricity (c) (continued)				
Other liquid fuels (including creosote/pitch mixtures, etc. and liquefied petroleum gases)	8,230	226	13,115	345
	Th.therms		Th.therms	
Gas	98	6	66	5
	Th.kWh		Th.kWh	
Electricity	371,433	1,486	955,918	4,281
All other purchased fuel	..	211	..	213
Total cost of purchases and fuel		264,556		435,572
Goods purchased for merchanting		..		3,947
Canteen purchases		..		431
Total cost of purchases		..		439,950

- (a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).
- (b) Including unfinished materials of foreign origin received from establishments in this or other industries for further processing.
- (c) The total quantity of electricity generated in firms' own establishments in this industry was 171,733 Th.kWh in 1954 and 566,211 Th.kWh in 1963.

TABLE 11 Transport costs and employment of larger firms, 1963 (a)

Firms employing 25 or more persons: United Kingdom

	Unit	1963
Average number mainly employed on transport	No.	339
Transport costs		
Wages and salaries	£'000	317
Derv fuel and motor spirit	"	85
Payments to other organisations for transport	"	777
Costs of operating road goods vehicles		
Insurance	"	10
Vehicle licences	"	19
Depreciation	"	91
Payments to other organisations for repairs and maintenance	"	45
Total	"	1,344

- (a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).

TABLE 12 Payments for certain services, etc. by larger firms, 1963 (a) (b)

Firms employing 25 or more persons: United Kingdom

	Amounts payable
Repairs and maintenance to	£'000
Buildings	149
Road goods vehicles	45
Plant, machinery, and other capital equipment	2,033
Insurance, licensing and depreciation of road goods vehicles (c)	120
Rates, excluding water rates	2,834
Hire of plant and machinery	1,871
Postage, telephone, telegrams and cables	279
Total	7,330

- (a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).
- (b) No deduction is made for these payments to arrive at the figures of net output given in this report.
- (c) For details see Table 11.

TABLE 13 Percentage analysis of twelve-month periods covered by returns from larger firms, 1963 (a)

Firms employing 25 or more persons:
United Kingdom

Year ended	Percentage of total number employed	Year ended	Percentage of total number employed
1963	Per cent.	1963 (contd.)	Per cent.
April (b)	0.0	November	0.0
May	0.0	December	99.6
June	0.0	1964	
July	0.0		
August	0.0	January	0.0
September	0.4	February	0.0
October	0.0	March	0.0
		Total	100

(a) This analysis is equivalent to an all-firms analysis (see introduction at the beginning of the report).

(b) Including returns made for twelve-month periods ended 1st to 5th April, 1964.

TABLE 14 Sales of all parts of machinery and plant by larger firms, including sales by establishments classified to other industries, 1958 and 1963

This table is not applicable to this industry.

Capital Expenditure (continued)

(ii) Land and existing buildings.

The items shown are the capital cost of freeholds purchased and the capital cost or premium payable for leaseholds acquired (excluding the value of any assets acquired in taking over an existing business), and the amounts receivable for any freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

(iii) Plant, machinery and vehicles.

The items shown are the value of plant and machinery and of vehicles acquired, both new and second-hand, and the amount received for items disposed of during the year. The value of plant and machinery acquired includes plant, etc. which firms produced for their own use in connection with the business covered by the return. The value of plant, etc. acquired is the expenditure charged to capital account during the year of return less any discounts received, but including the cost of transport and installation. No deduction is made for depreciation, amortisation or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

Capital expenditure during the year in respect of manufacturing establishments where production had not started before the end of the year is excluded in this report for both 1958 and 1963.

Characteristic Products

The characteristic products of a sub-division are those in terms of which the sub-division is defined. They are products commonly associated in production and are usually similar in nature or manner of production. In most cases the characteristic products of each sub-division are indicated in Table 5 of the industry reports. For those industries for which an analysis by sub-divisions has been made, Table 2 shows the total sales of such characteristic products for each sub-division. The totals include, besides the products which define the sub-division, other items of output assumed to be closely related to them, e.g. waste products and work done.

Enterprise

The term enterprise is used in this report to mean one or more firms under common ownership or control. An enterprise normally consists either of a single firm, or of a parent company together with its subsidiary companies.

Entries

The number of entries shown in Tables 5, 6 and 8 against a particular output or production heading is the number of returns on which figures were recorded for that item.

Establishment

The census was based on the establishment, comprising in most cases the whole of the premises under the same ownership or management at a particular address (e.g. a factory or mine); but firms were asked to exclude from all sections of their returns particulars relating to any department not engaged in production for which they kept a separate set of accounts. Where separate accounts were not kept, they were asked to include merchandising or factoring, canteens operated by them and other

ancillary activities such as bottling, packing and the manufacture of containers for packing their own products, whether or not these activities are carried on at the same address as the works. Building and engineering maintenance departments and selling and transport departments were treated similarly.

Gross Output

The gross output of an industry is the aggregate value of goods made and other work done during the year by the establishments classified to the industry. It is derived by subtracting from the value of sales and work done, the value of stocks of goods on hand for sale and work in progress at the beginning of the year and adding the value at the end of the year.

Larger Firms

These are firms in which twenty-five or more persons were employed on the average during the year.

Net Output

The net output of an industry represents the value added to materials by the process of production. It includes the gross margin on any merchanted or factored goods sold; it constitutes the fund from which wages, salaries, insurance, pensions, hire of plant and machinery, payments for repairs and maintenance, costs of operating road vehicles, rents, rates and taxes, advertising and other selling expenses and all other similar charges have to be met, as well as depreciation and profits. There is no appreciable duplication in net output. Net output has been obtained by deducting from the gross output the cost of purchases adjusted for stock changes, payments for work given out to other firms, and payments for transport.

Normally any customs or excise duty on materials purchased is included in the cost of materials. Similarly, finished goods sold have been valued as they were sold, duty paid or duty free. The amounts of duty, subsidies, allowances and levies receivable or payable, where of substantial importance in the industry, were required to be stated separately, and these items were taken into account when calculating net output.

Net output per person employed

The figures for net output per person employed are derived by dividing the net output by the average number of persons employed (full-time and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

Principal Products

The principal products of an industry are those in terms of which the industry is defined. They are products commonly associated in production, and are usually similar in nature or manner of production.

Production

This means the total quantity of a product made during the year, whether sold in the year, added to stock, transferred to another department of the same firm, or used in the manufacture of other products within the business covered by the return. It includes goods produced from materials supplied by other firms.

Purchases

Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packing materials, including the full cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to firms' own buildings, plant and vehicles when carried out by their own workpeople included in the return; of consumable tools; and of parts for machinery purchased during the year as replacements. Water charges are also included. In general purchases of goods for merchanting or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded.

The values shown include any duty paid (less rebate, etc.) but exclude trade discounts allowed. The cost of transport is included only if included in the cost of materials as invoiced; amounts paid to transport organisations, including firms' own separate transport organisations, for delivery of materials and fuel are, therefore, excluded. Materials purchased overseas are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivered cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the firm not covered by the same return are included at the estimated selling value recorded by the other department.

Sales

Sales are in respect of goods made by the business covered by the return, goods made for it by outworkers or by other firms from materials given out to them (sometimes described as goods made on commission) and waste products. Any machinery or other capital items produced for use in the business covered by the return are included, the value being that adopted in the firm's capital asset account. Goods sold without being subjected to any manufacturing process (merchanting or factored) and canteen takings are included as in 1958.

The value shown for sales is the net selling value, defined as the amount charged to customers whether on an ex-works or delivered basis, net of any trade discounts, agents' commissions, allowances for returnable cases, purchase tax, etc.; the net amount charged for packing materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value. For work done on commission or for the trade the value shown is the net amount charged.

Where goods produced in one department were transferred to another department of the same firm not covered by the return, these transfers were treated as sales by the producing department and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations for which separate accounts were kept were valued on the same basis. Estimations of a similar kind were also sometimes necessary in valuing transfers between different firms belonging to the same enterprise. To the extent that the sales of finished products of one establishment may constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication.

Services rendered

This represents the amounts charged for hiring out plant, machinery and other goods, providing transport, or for any technical or other

services rendered to other organisations. It includes amounts credited for similar services rendered to other departments of the same firm not covered by the return.

Small Firms

These are firms in which fewer than twenty-five persons were employed on the average during the year.

Stocks and Work in Progress

Values are given of stocks of goods on hand for sale, and of materials and fuel, at the beginning and end of the year of return, including any stocks of goods held for merchanting or factoring. The values include duty in the case of dutiable goods held out of bond. The value of work in progress at the two dates is also usually shown. This excludes any progress payments made to sub-contractors, and no deduction is made on account of progress payments received.

Transport Payments

These represent the total amount paid or credited during the year for both outwards transport of finished goods sold and inwards transport of materials and fuel purchased. They include payments to other firms, and to any separate transport organisation of the same firm, not covered by the return, but exclude the value of transport services provided by the business covered by the return. The items included are payments for hired cartage and for inwards and outwards carriage by all forms of inland transport, i.e. railways, road haulage, canals, coast-wise shipping, air, etc. Payments made for sea freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

Wages and Salaries

These are the amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded; in Northern Ireland this exclusion extends also to payments to directors of limited companies. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc. and employers' contributions to National Insurance and pension schemes is excluded.

Work given out

The figures shown represent the total amount paid for work done by other firms on materials supplied to them, and also by firms' own establishments for which separate returns were made. They do not include payments to individual outworkers or payments for business and other services.

Symbols used

The following symbols are used throughout the report:

- .. Not available
- Nil or negligible (less than half the final digit shown)
- * Figures cannot be shown owing to the risk of disclosing information about individual enterprises.

Rounding of Figures

The figures in the tables have, where necessary, been rounded to the nearest final digit. There may, therefore, be apparent slight discrepancies between the sums of the constituent items and the totals shown.

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Part No. and title

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